

# Accounts Payable: Invoice Processing

## Invoice Certification

Note: The application is most effective in the latest version of Mozilla for Windows users and the latest version of Safari for Mac users. In each browser, pop up blockers must be turned off.

### Purpose

The purpose of this document is to guide certifiers through the steps to take action on invoices.

### Procedure

Certification of an invoice is set on the Purchase Order and allows the certifier to acknowledge that services/goods have been performed/received. Providing this certification is acknowledging that the invoice has been reviewed and the payment should be made to the vendor for the services/goods that have been received on behalf of the Laboratory. It is expected that the certifier performs this review in an expeditious fashion to allow payment to be made within terms of the vendor's subcontract. Any discrepancies that prevent the certifier the inability to certify the invoice are reported to the Accounts Payable department as soon as they are discovered.

The Accounts Payable Automation system will route the invoice to the named certifier on the PO for certification. If the invoice is over \$100K and is associated with a purchase order that is equal to or greater than \$1M the, system will route the invoice to the Signature Authority System (SAS) approver and responsible buyer to gain their approval and concurrence respectively. If the PO is associated with travel and the vendor has billed for travel related expenses, the system will route the invoice to the Travel Team for their review. Once all appropriate approvals have been received, the invoice is released from hold and payment is made.

The certifier has several available actions that can be taken on an invoice.

- Selecting "certify" allows the invoice to move through the workflow and payment to be released to the vendor.
- Selecting "issue" allows the certifier to return the invoice to Accounts Payable for resolution of an issue (e.g. the invoice does not contain back up or the invoice has a discrepancy).
- Selecting "PID changes" allows the certifier to return the invoice to Accounts Payable and request additional lines for additional project id distribution or to change the line that the invoice is matched to.
- Selecting "reject" allows the certifier to decline the invoice for payment.
- Selecting "researching" allows the certifier to place the invoice on hold for later action (by the certifier).
- Selecting "short pay" allows the certifier to return the invoice to Accounts Payable to adjust the invoice amount to be paid.

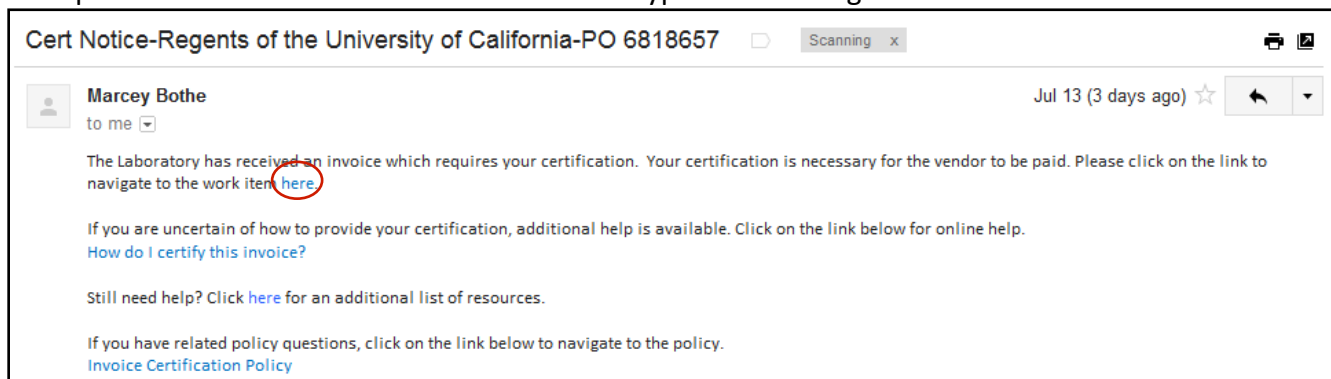
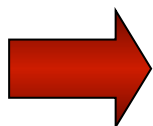
The certifier can take action on an invoice awaiting certification in two ways:

1. Taking Action- [Email Notification](#).
2. Taking Action- [Accessing Work Queue](#).

## Procedure Steps

### Taking Action - Email Notification

1. Open the email notification and click on the hyperlink to navigate to the work item.

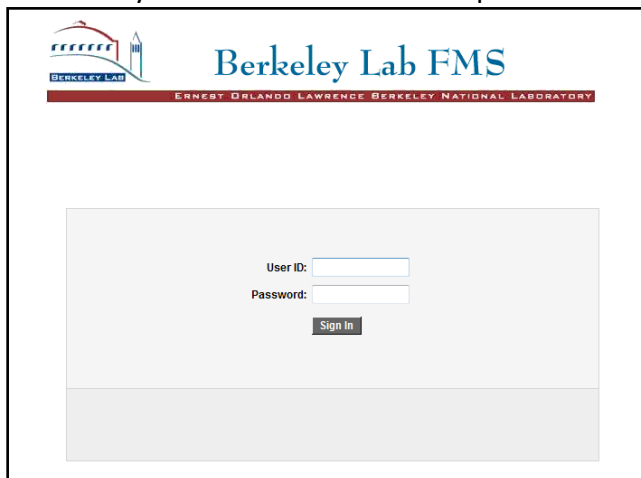


2. The hyperlink will launch two windows, one contains the Financial Management System (FMS) screens and the second will open the Approval Workflow Screen.

FMS Screen	Approval Workflow Screen
<ul style="list-style-type: none"><li>• Displays the project id the invoice is posted to</li><li>• Indicates which lines of the PO will be charged</li><li>• Shows the dollar value for each line of distribution</li></ul>	<ul style="list-style-type: none"><li>• Displays an image of the invoice</li><li>• Allows for action by the Certifier<ul style="list-style-type: none"><li>○ Certification of invoice</li><li>○ Communication of an issue</li><li>○ Request a project id change</li><li>○ Rejection of the invoice</li><li>○ Research (by Certifier)</li><li>○ Request short payment</li></ul></li><li>• Allows certifier to add attachments to original invoice</li></ul>

## FMS Screen

1. Populate the screen with your LDAP user name and password.

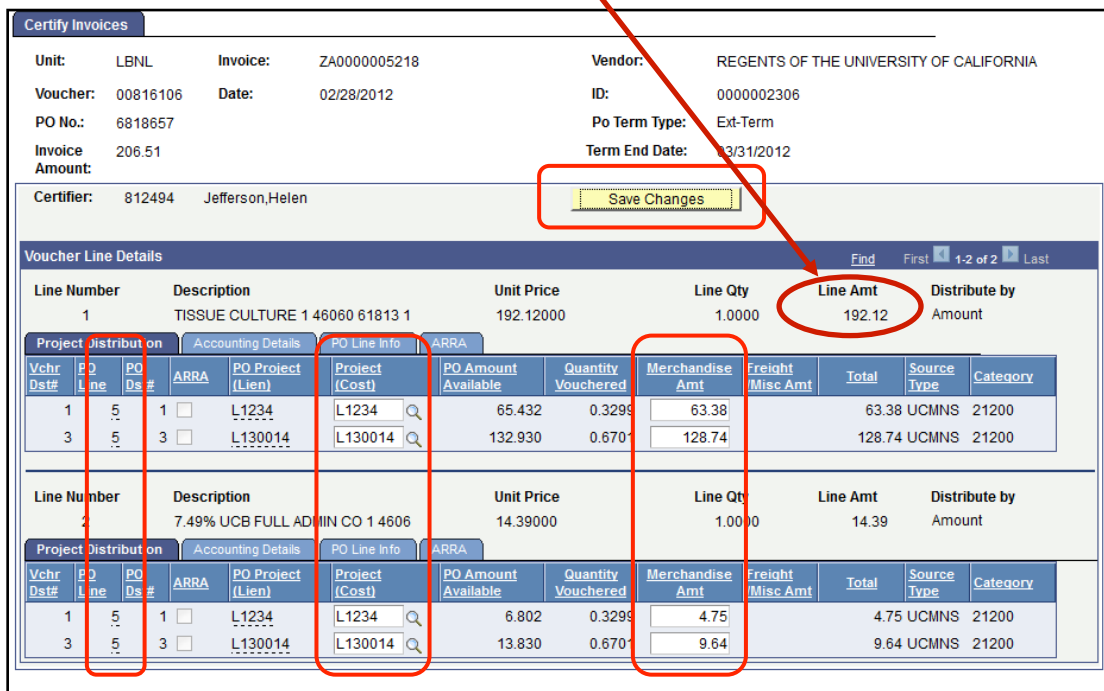


The screenshot shows the Berkeley Lab FMS login interface. At the top, there is a logo for Berkeley Lab and the text "Berkeley Lab FMS" and "ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY". Below this, there is a login form with fields for "User ID:" and "Password:", and a "Sign In" button.

The "Certify Invoices" screen is opened after signing on.

2. The FMS screen is presented showing:
  - a. PO line(s) utilized
  - b. Project id's selected
  - c. Total(s) for each project

*Note: The project id and line total are available for edit. The certifier can modify the project id and the associate allocation of costs between the project ids to the extent that all the allocations add up to the line amount that has been presented.*



The screenshot shows the "Certify Invoices" screen. At the top, there is a header bar with the text "Certify Invoices". Below this, there is a form with fields for "Unit:", "Invoice:", "Vendor:", "Voucher:", "Date:", "ID:", "PO No.:", "Po Term Type:", "Invoice Amount:", "Term End Date:", and "Certifier:". A red box highlights the "Save Changes" button. Below the form, there is a table titled "Voucher Line Details". The table has columns for "Line Number", "Description", "Unit Price", "Line Qty", "Line Amt", and "Distribute by". The table contains two rows of data. The first row is for Line Number 1, Description "TISSUE CULTURE 1 46060 61813 1", Unit Price 192.12000, Line Qty 1.0000, Line Amt 192.12, and Distribute by Amount. The second row is for Line Number 2, Description "7.49% UCB FULL ADMIN CO 1 4606", Unit Price 14.39000, Line Qty 1.0000, Line Amt 14.39, and Distribute by Amount. Below the table, there is a sub-table for "Project Distribution" with columns for "Vchr Dst#", "PO Line", "PO Ds #", "ARRA", "PO Project (Lien)", "Project (Cost)", "PO Amount Available", "Quantity Vouchered", "Merchandise Amt", "Freight Misc Amt", "Total", "Source Type", and "Category". The sub-table contains two rows of data. The first row is for Vchr Dst# 1, PO Line 5, PO Ds # 1, ARRA L1234, Project (Cost) L1234, PO Amount Available 65.432, Quantity Vouchered 0.3296, Merchandise Amt 63.38, Freight Misc Amt 0.0000, Total 63.38, Source Type UCMNS, and Category 21200. The second row is for Vchr Dst# 3, PO Line 5, PO Ds # 3, ARRA L130014, Project (Cost) L130014, PO Amount Available 132.930, Quantity Vouchered 0.6704, Merchandise Amt 128.74, Freight Misc Amt 0.0000, Total 128.74, Source Type UCMNS, and Category 21200. Red boxes highlight the "Line Amt" column in the "Voucher Line Details" table and the "Project (Cost)" column in the "Project Distribution" sub-table. A red arrow points from the "Line Amt" column to the "Project (Cost)" column.

3. After your review:
  - d. Click Save changes
  - e. If no changes were made simply close the window

## Approval Workflow Screen

1. The workflow screen is presented for review of the invoice and to take the appropriate action.

Functions Administration

Action Status Route Close Reassign Attach

Action: Certify

Memo:

OK Cancel

Certification PO Activity PO Inquiry Notes Activity

This content has been launched in an external window.

UNIVERSITY OF CALIFORNIA, BERKELEY  
CAMPUS ACCOUNTS RECEIVABLE INVOICE  
Invoice Print Date: 03/02/12 Page 001

LAWRENCE BERKELEY NATIONAL LABORATORY  
ACCOUNTS PAYABLE DEPT  
MS 90J0106  
1 CYCLOTRON RD  
BERKELEY CA 94720-8099

Invoice Number: ZA000005218  
Invoice Date: 02/28/12  
Due Date: 04/15/12  
Amount Due: \$206.51  
PO Number: 6818657

UCB ID: 0000002673

Department: MCB MCB: GEN OPS & RECHARGE  
IUT# 6818657, COOPER  
TISSUE CULTURE 12/11

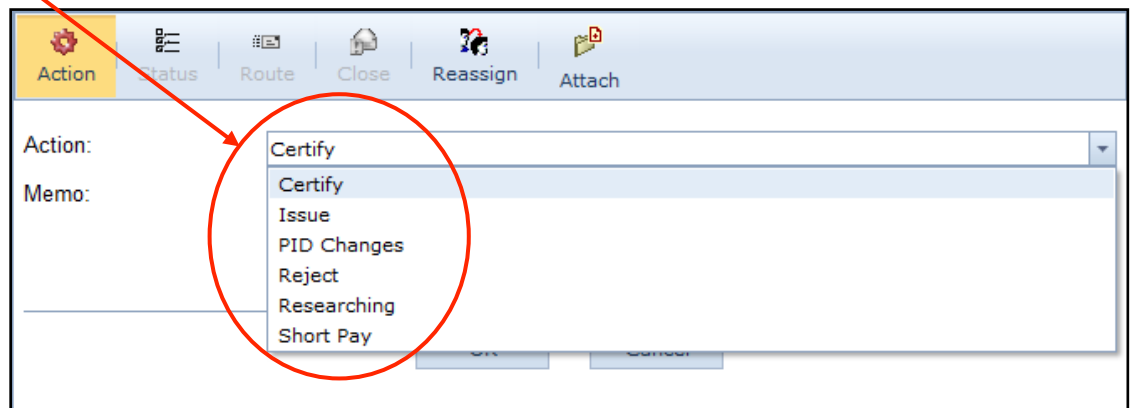
DESCRIPTION	ACCOUNT-FUND	QTY	UNIT-PRICE	AMOUNT
TISSUE CULTURE	1 46080 81813 12192	1.00	192.12	192.12
7.49% UCB FULL ADMIN CD	1 46080 61813 12192	1.00	14.39	14.39
<b>AMOUNT DUE:</b>				<b>206.51</b>

WELCOME TO THE CAMPUS ACCOUNTS RECEIVABLE SYSTEM! PLEASE READ THE BACK OF THIS INVOICE FOR BILLING INFORMATION. THANK YOU.

*See step 2 on following page.*

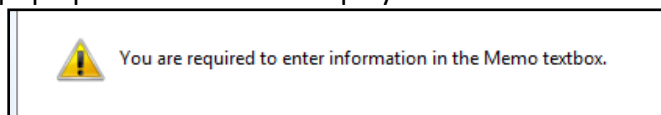
2. The available actions are:

Action	Description
Certify	This action allows the certifier to approve invoice for payment.
Issue	This action allows the certifier to communicate problems with the invoice to Accounts Payable. The invoice is routed back to the Accounts Payable team to take a follow up action.
PID Changes	<p>This action allows the certifier to request additional lines of distribution to further break down by additional project ids.</p> <p><i>Note: The project id and line total are available for edit in the FMS screen by the certifier. The certifier can modify the project id and the associate allocation of costs between the project ids to the extent that all the allocations add up to the line amount that has been presented.</i></p> <p>This action should only be used when the certifier cannot make the PID changes on their own.</p>
Reject	This action allows the certifier to decline the invoice for payment. This should only be used if the vendor is not to be paid for the services or goods rendered. This routes the invoice back to the Accounts Payable team to take a follow up action.
Researching	This action is used to keep the work item with the certifier to allow time for external research on the appropriateness of the item.
Short Pay	This action allows the certifier to approve the invoice for payment at an amount less than what was invoiced. This routes the invoice back to the Accounts Payable team to take a follow up action.



The screenshot shows a software interface with a top navigation bar containing icons and labels for 'Action', 'Status', 'Route', 'Close', 'Reassign', and 'Attach'. Below this, there is a form with fields for 'Action:' and 'Memo:'. The 'Action:' dropdown menu is open, displaying a list of options: 'Certify', 'Issue', 'PID Changes', 'Reject', 'Researching', and 'Short Pay'. A red circle is drawn around the dropdown list, and a red arrow points from the 'Action' column of the table above to this circle.

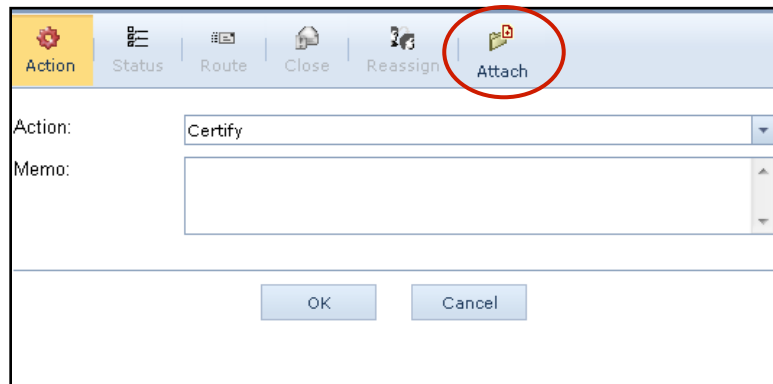
3. If the item is placed in the actions of "Issue," "Reject," "Short Pay," or "Researching," the memo box must be populated with text summarizing what the problem is. If this area is left blank, the pop up screen below is displayed.



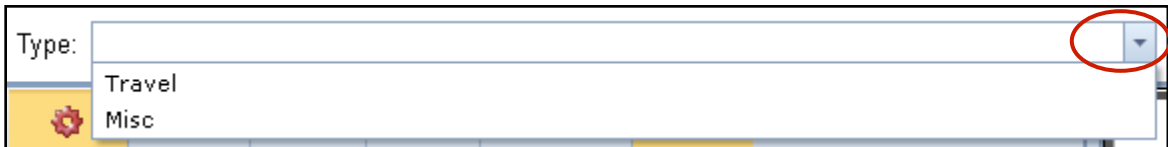
4. The certifier has the ability to attach additional backup if needed. An example of this usage is if the vendor did not supply the needed support to back up their travel. The certifier can attach these additional supporting pages to the invoice. This back up is retained and archived with the document.

*Note: Skip this step if the original invoice is complete as presented.*

- a. Select “Attach.”

A screenshot of a software interface with a top navigation bar containing buttons: Action, Status, Route, Close, Reassign, and Attach. The 'Attach' button, which has a folder icon, is circled in red. Below the navigation bar, there is a form with 'Action:' set to 'Certify' and an empty 'Memo:' text area. At the bottom are 'OK' and 'Cancel' buttons.

- b. A bar above this area will open up.  
c. Select the type of attachment by dropping down the arrow and clicking the selection from the list.

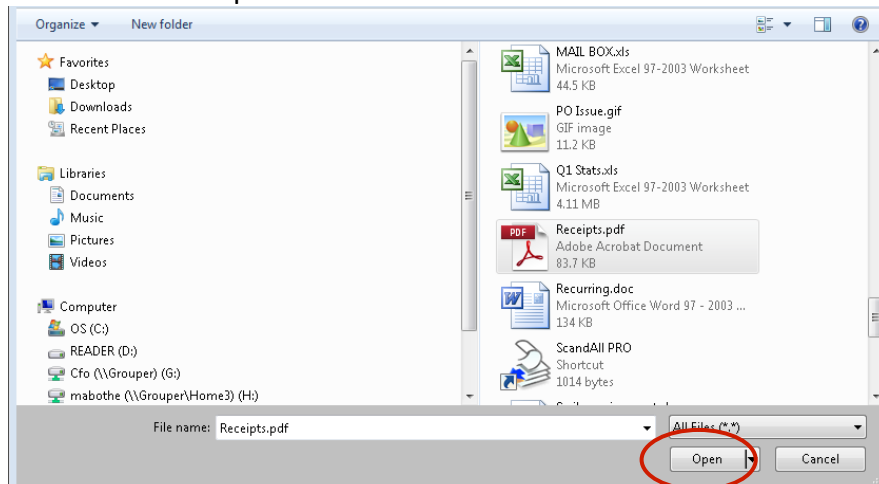
A screenshot of a dropdown menu for selecting attachment types. The 'Type:' label is on the left. The dropdown list shows 'Travel' and 'Misc'. A red circle highlights the downward arrow on the right side of the dropdown box.

- d. Click on browse to find the file that you want to attach.

A screenshot of a file selection interface. It features a 'File:' text box, a 'Browse...' button circled in red, and an 'Attach' button.

*Note: PDF Formats are the preferred file type for this functionality.*

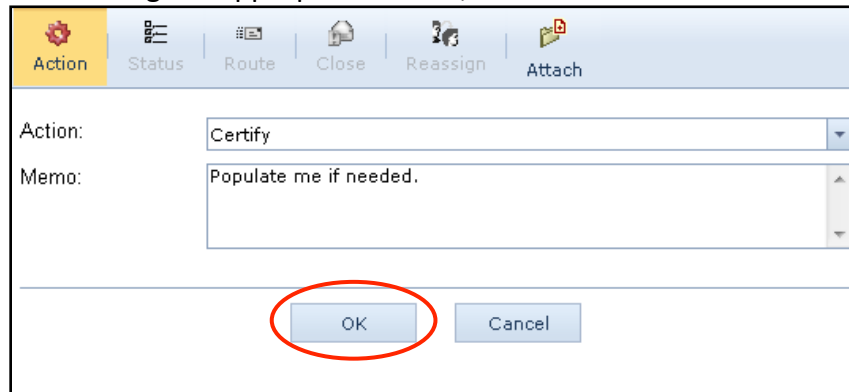
- e. A window is opened up for the file to be selected.  
i. Navigate to the file  
ii. Click on Open



f. Click on Attach



g. After taking the appropriate action, select "OK"



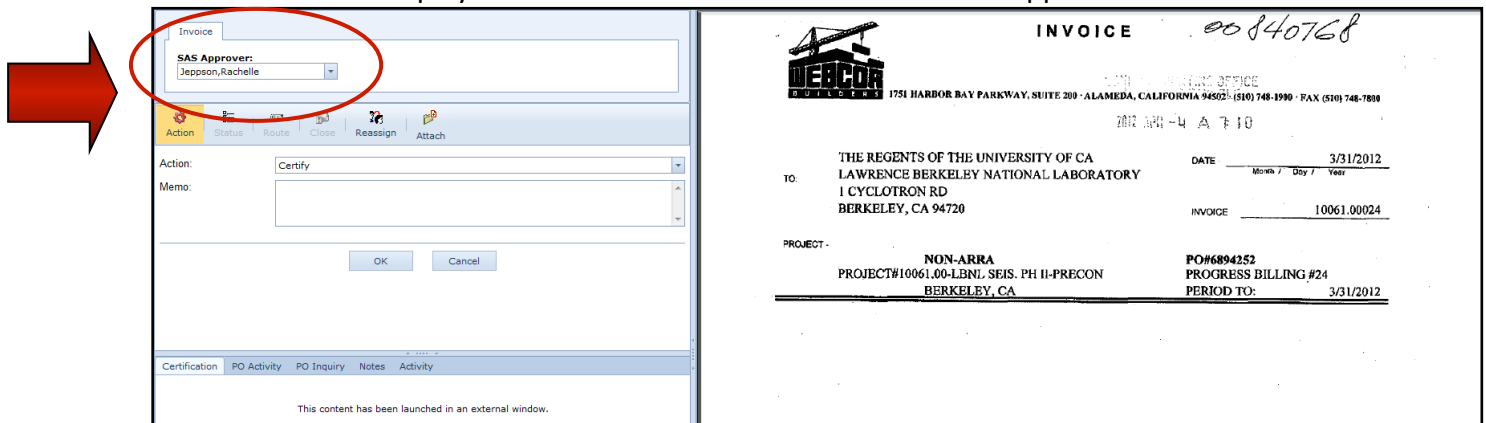
5. Certification of the invoice is complete and you are returned back to the invoice notification.

### Certifying Invoices that Require SAS Approval

High dollar invoices require additional approvals prior to payment. A high dollar invoice totals \$100K and is associated with a purchase order that is equal to or greater than \$1M. High dollar invoices require additional approval from an authorized employee with signature authority and acknowledgment from the buyer to ensure that the pricing, along with the terms and conditions, are in alignment with the subcontract.

*Note: The buyer is sent a separate notification, automatically through the system, to provide their acknowledgment. No action is required by the certifier.*

For these invoice, when the workflow screen is presented for review of the invoice an additional area is displayed so that the certifier can select the SAS approver.



**INVOICE** 00840768

1751 HARBOR BAY PARKWAY, SUITE 200 - ALAMEDA, CALIFORNIA 94602 - (510) 748-1990 - FAX (510) 748-7800

2012 APR -4 A 7:10

TO: THE REGENTS OF THE UNIVERSITY OF CA  
LAWRENCE BERKELEY NATIONAL LABORATORY  
1 CYCLOTRON RD  
BERKELEY, CA 94720

DATE: 3/31/2012  
Month / Day / Year

INVOICE: 10061.00024

PROJECT: NON-ARRA  
PROJECT#10061.00-LBNL SEIS. PH II-PRECON  
BERKELEY, CA

PO#6894252  
PROGRESS BILLING #24  
PERIOD TO: 3/31/2012

The SAS Approver should be an individual that is within your organizational chain.

1. Expanded view of the available SAS Approver area.



Invoice

**SAS Approver:**  
Jeppson, Rachelle

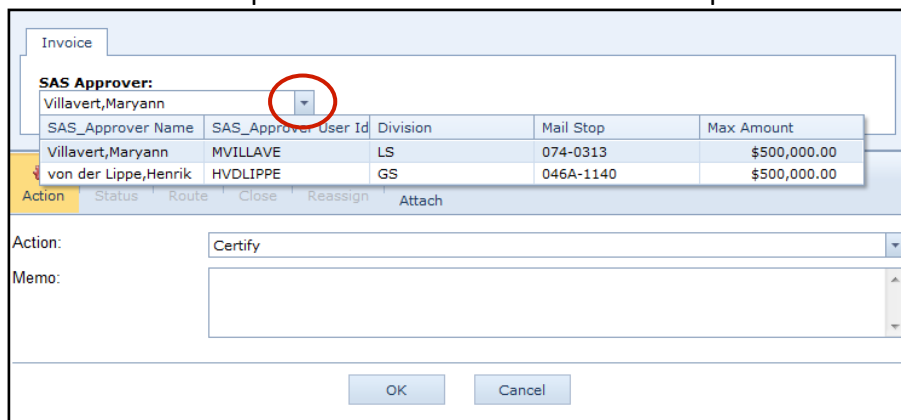
Action Status Route Close Reassign Attach

Action: Certify

Memo:

OK Cancel

2. The SAS Approver can be selected in two ways:
  - a. Click on the drop down and select from the names presented.



Invoice

**SAS Approver:**  
Villavert, Maryann

SAS Approver Name	SAS Approver User Id	Division	Mail Stop	Max Amount
Villavert, Maryann	MVILLAVE	LS	074-0313	\$500,000.00
von der Lippe, Henrik	HVDLIPPE	GS	046A-1140	\$500,000.00

Action Status Route Close Reassign Attach

Action: Certify

Memo:

OK Cancel

- b. Start typing the last name of the individual that you are searching for and the screen will start to minimize your selection.

*Note: Only the people that have the appropriate authority based on the value of the invoice are displayed on the screen.*

*See step 3, continued on next page.*

3. Once the appropriate SAS Approver has been populated on the screen.
  - a. Select the appropriate action.
  - b. Click on “OK” and the item is sent to the approver selected.

The screenshot shows a software interface for certifying an invoice. At the top, there is a tab labeled "Invoice". Below it, a dropdown menu for "SAS Approver:" is set to "Balder-Froid,Kristin". A horizontal toolbar contains icons and labels for "Action", "Status", "Route", "Close", "Reassign", and "Attach". The "Action:" dropdown is set to "Certify". Below this is a "Memo:" text area. At the bottom right, there are "OK" and "Cancel" buttons.

Invoice

**SAS Approver:**  
Balder-Froid,Kristin

Action Status Route Close Reassign Attach

Action: Certify

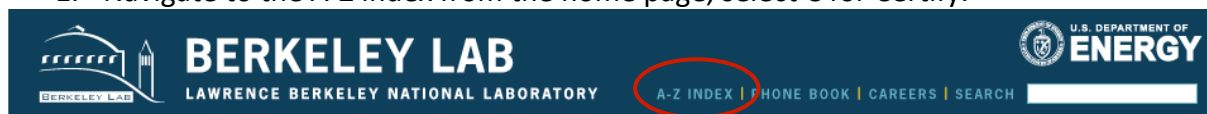
Memo:

OK Cancel

## Taking Action – Accessing Work Queue

Using this option allows the approver to navigate directly into the work queue. The work queue shows a listing of invoices that have been routed and require approval.

1. Navigate to the A-Z Index from the home page, select C for Certify.



2. Populate the login screen with your LDAP user name and password

The screenshot shows the Berkeley Lab Central Login Facility. The login fields for USERNAME and PASSWORD are circled in red.

*Note: If you are already signed into your email account this step is skipped and your LDAP is already authenticated.*

3. The work queue is displayed that shows the invoices that are assigned to you.
  - a. Click on the second level folder “Certifier” to see items that have been routed to you for approval.
  - b. Click on any of the column headings to sort the invoices in ascending or descending order.

The screenshot shows the work queue interface. The 'Certifier' folder is selected in the left sidebar, and the first row of the invoice table is circled in red.

Process Name	State Name	Vendor Name	Invoice No	Invoice Date	Invoice Amt	PO No
Certification Approval	New	AD CLUB ADVERTISING	258392	1/6/2012	\$75.00	6898856
Certification Approval	New	OCLC INC	0000165667	4/30/2012	\$401.29	6871363
Certification Approval	New	THALES OPTRONIQUE SA	12TOF30709	7/5/2012	\$10,990.00	6983518
Certification Approval	New	CROUSE CONSTRUCTION COMPANY INC	07-B50B2275	3/26/2012	\$5,232.00	6975850
Certification Approval	New	REGENTS OF THE UNIVERSITY OF CALIFORNIA	26677-207903.65898	4/19/2012	\$0.00	6703280
Certification Approval	New	ERIK PAGE AND ASSOCIATES INC	LBNL18Testing	6/1/2012	\$11,592.28	6952152

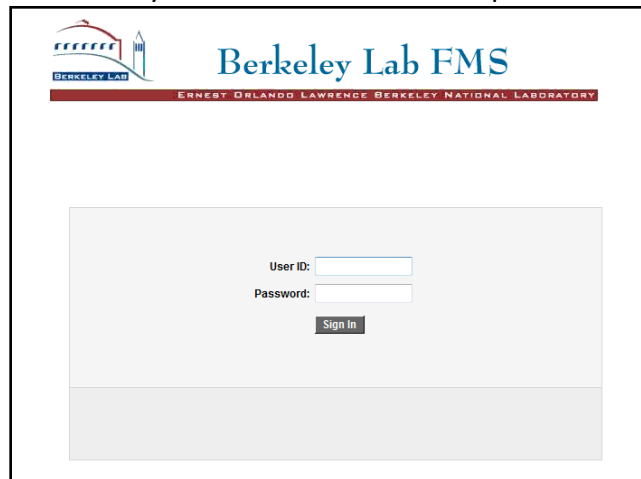
4. Double click anywhere on the row to open the item up.

5. The hyperlink will launch two windows, one contains the Financial Management System (FMS) screens and the second will open the Approval Workflow Screen.

FMS Screen	Approval Workflow Screen
<ul style="list-style-type: none"><li>• Displays the project id the invoice is posted to</li><li>• Indicates which lines of the PO will be charged</li><li>• Shows the dollar value for each line of distribution</li></ul>	<ul style="list-style-type: none"><li>• Displays an image of the invoice</li><li>• Allows for action by the Certifier<ul style="list-style-type: none"><li>○ Certification of invoice</li><li>○ Communication of an issue</li><li>○ Request a project id change</li><li>○ Rejection of the invoice</li><li>○ Research (by Certifier)</li><li>○ Request short payment</li></ul></li><li>• Allows certifier to add attachments to original invoice</li></ul>

## FMS Screen

1. Populate the screen with your LDAP user name and password.



The screenshot shows the Berkeley Lab FMS login interface. At the top, there is a logo for Berkeley Lab and the text 'Berkeley Lab FMS' and 'ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY'. Below this, there is a large light gray rectangular area containing the login fields. The fields are labeled 'User ID:' and 'Password:', each followed by a text input box. Below the password field is a 'Sign In' button.

The “Certify Invoices” screen is opened after signing on.

*See step 2 on following page.*

2. The FMS screen is presented showing:
  - a. PO line(s) utilized
  - b. Project id's selected
  - c. Total(s) for each project

*Note: The project id and line total are available for edit. The certifier can modify the project id and the associate allocation of costs between the project ids to the extent that all the allocations add up to the line amount that has been presented.*

**Certify Invoices**

Unit: LBNL Invoice: ZA0000005218 Vendor: REGENTS OF THE UNIVERSITY OF CALIFORNIA  
 Voucher: 00816106 Date: 02/28/2012 ID: 0000002306  
 PO No.: 6818657 Po Term Type: Ext-Term  
 Invoice Amount: 206.51 Term End Date: 03/31/2012  
 Certifier: 812494 Jefferson, Helen

**Save Changes**

**Voucher Line Details**

Line Number	Description	Unit Price	Line Qty	Line Amt	Distribute by
1	TISSUE CULTURE 1 46060 61813 1	192.12000	1.0000	192.12	Amount

Vchr Dst#	PO Line	PO Ds#	ARRA	PO Project (Lien)	Project (Cost)	PO Amount Available	Quantity Vouchered	Merchandise Amt	Freight Misc Amt	Total	Source Type	Category
1	5	1		L1234	L1234	65.432	0.329	63.38		63.38	UCMNS	21200
3	5	3		L130014	L130014	132.930	0.670	128.74		128.74	UCMNS	21200

Line Number	Description	Unit Price	Line Qty	Line Amt	Distribute by
2	7.49% UCB FULL ADMIN CO 1 4606	14.39000	1.0000	14.39	Amount

Vchr Dst#	PO Line	PO Ds#	ARRA	PO Project (Lien)	Project (Cost)	PO Amount Available	Quantity Vouchered	Merchandise Amt	Freight Misc Amt	Total	Source Type	Category
1	5	1		L1234	L1234	6.802	0.329	4.75		4.75	UCMNS	21200
3	5	3		L130014	L130014	13.830	0.670	9.64		9.64	UCMNS	21200

3. After your review:
  - a. Click Save changes
  - b. If no changes were made simply close the window

## Approval Workflow Screen

1. The workflow screen is presented for review of the invoice and to take the appropriate action.

The screenshot displays a web-based approval workflow interface. On the left, a sidebar contains a 'Functions' menu with options: Action, Status, Route, Close, Reassign, and Attach. Below this is an 'Action' dropdown menu set to 'Certify' and a 'Memo' text area. At the bottom of the sidebar are 'OK' and 'Cancel' buttons. The main content area on the right shows a preview of an invoice from the University of California, Berkeley. The invoice includes the university's seal, title, and print date. It details the invoice number (ZA000005218), date (02/28/12), due date (04/15/12), amount due (\$206.51), and PO number (6818657). The vendor is Lawrence Berkeley National Laboratory, Accounts Payable Dept, located at 1 Cyclotron Rd, Berkeley, CA 94720-8099. The invoice is for a copy of a tissue culture report. A table at the bottom of the invoice lists the items: 'TISSUE CULTURE' with a quantity of 1, unit price of 192.12, and amount of 192.12. The total amount due is 206.51. The interface also shows a 'Certification' tab and a message indicating the content was launched in an external window.

Functions Administration

Action Status Route Close Reassign Attach

Action: Certify

Memo:

OK Cancel

Certification PO Activity PO Inquiry Notes Activity

This content has been launched in an external window.

UNIVERSITY OF CALIFORNIA, BERKELEY  
CAMPUS ACCOUNTS RECEIVABLE INVOICE  
Invoice Print Date: 03/02/12 Page 001

LAWRENCE BERKELEY NATIONAL LABORATORY  
ACCOUNTS PAYABLE DEPT  
MS 90J0106  
1 CYCLOTRON RD  
BERKELEY CA 94720-8099

Invoice Number: ZA000005218  
Invoice Date: 02/28/12  
Due Date: 04/15/12  
Amount Due: \$206.51  
PO Number: 6818657

UCB ID: 0000002873  
Department: MCB MCB: GEN OPS & RECHARGE  
IUT# 6818657, COPIER  
TISSUE CULTURE 12/11

DESCRIPTION	ACCOUNT-FUND	QTY	UNIT-PRICE	AMOUNT
TISSUE CULTURE	1 46060 61813 12192	1.00	192.12	192.12
7.49% UCB FULL ADMIN CD	1 46060 61813 12192	1.00	14.39	14.39
AMOUNT DUE:				206.51

WELCOME TO THE CAMPUS ACCOUNTS RECEIVABLE SYSTEM! PLEASE READ THE BACK  
OF THIS INVOICE FOR BILLING INFORMATION. THANK YOU.

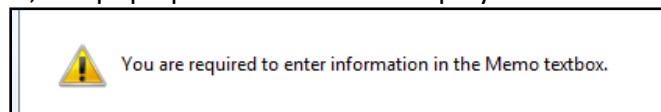
See step 2 on following page.

2. The available actions are:

Action	Description
Certify	This action allows the certifier to approve invoice for payment.
Issue	This action allows the certifier to communicate problems with the invoice to Accounts Payable. The invoice is routed back to the Accounts Payable team to take a follow up action.
PID Changes	<p>This action allows the certifier to request additional lines of distribution to further break down by additional project ids.</p> <p>Note: The project id and line total are available for edit in the FMS screen by the certifier. The certifier can modify the project id and the associate allocation of costs between the project ids to the extent that all the allocations add up to the line amount that has been presented.</p> <p>This action should only be used when the certifier cannot make the PID changes on their own.</p>
Reject	This action allows the certifier to decline the invoice for payment. This should only be used if the vendor is not to be paid for the services or goods rendered. This routes the invoice back to the Accounts Payable team to take a follow up action.
Researching	This action is used to keep the work item with the certifier to allow time for external research on the appropriateness of the item.
Short Pay	This action allows the certifier to approve the invoice for payment at an amount less than what was invoiced. This routes the invoice back to the Accounts Payable team to take a follow up action.

The screenshot shows a software interface with a top navigation bar containing icons for Action, Status, Route, Close, Reassign, and Attach. Below this, there is a form with fields for 'Action:' and 'Memo:'. The 'Action:' dropdown menu is open, showing a list of options: Certify, Issue, PID Changes, Reject, Researching, and Short Pay. A red circle highlights the dropdown menu, and a red arrow points from the 'Certify' option in the table above to the 'Certify' option in the dropdown.

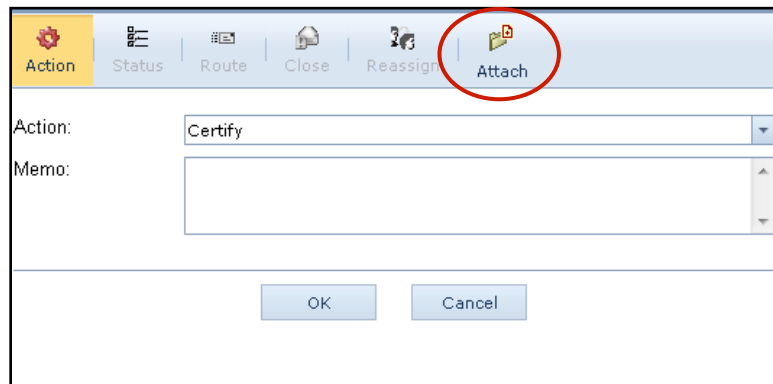
3. If the item is placed in the actions of "Issue," "Reject," "Short Pay," or "Researching," the memo box must be populated with text summarizing what the problem is. If this area is left blank, the pop up screen below is displayed.



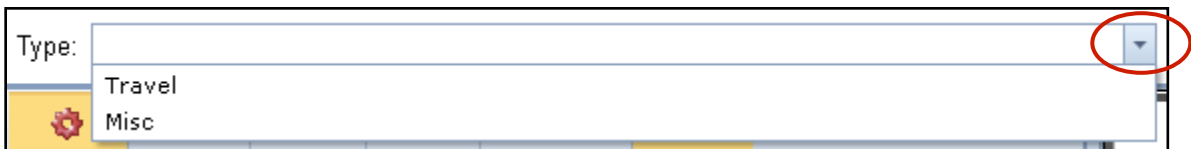
4. The certifier has the ability to attach additional backup if needed. An example of this usage is if the vendor did not supply the needed support to back up their travel. The certifier can attach these additional supporting pages to the invoice. This back up is retained and archived with the document.

*Note: Skip this step if the original invoice is complete as presented.*

- a. Select “Attach.”



- b. A bar above this area will open up.  
c. Select the type of attachment by dropping down the arrow and clicking the selection from the list.

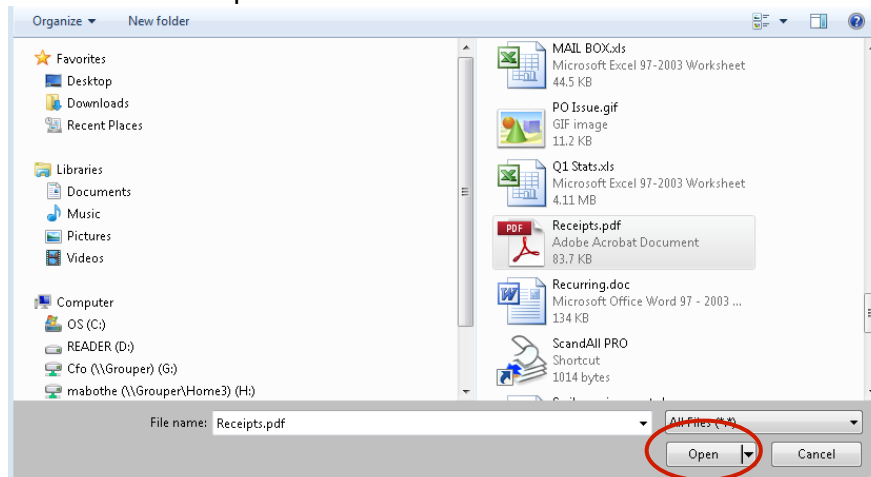


- d. Click on browse to find the file that you want to attach.



*Note: PDF Formats are the preferred file type for this functionality.*

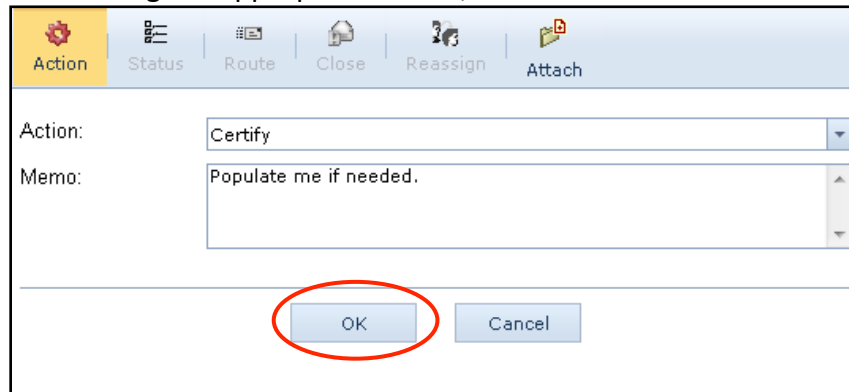
- e. A window is opened up for the file to be selected.  
i. Navigate to the file  
ii. Click on Open



f. Click on Attach



g. After taking the appropriate action, select "OK"



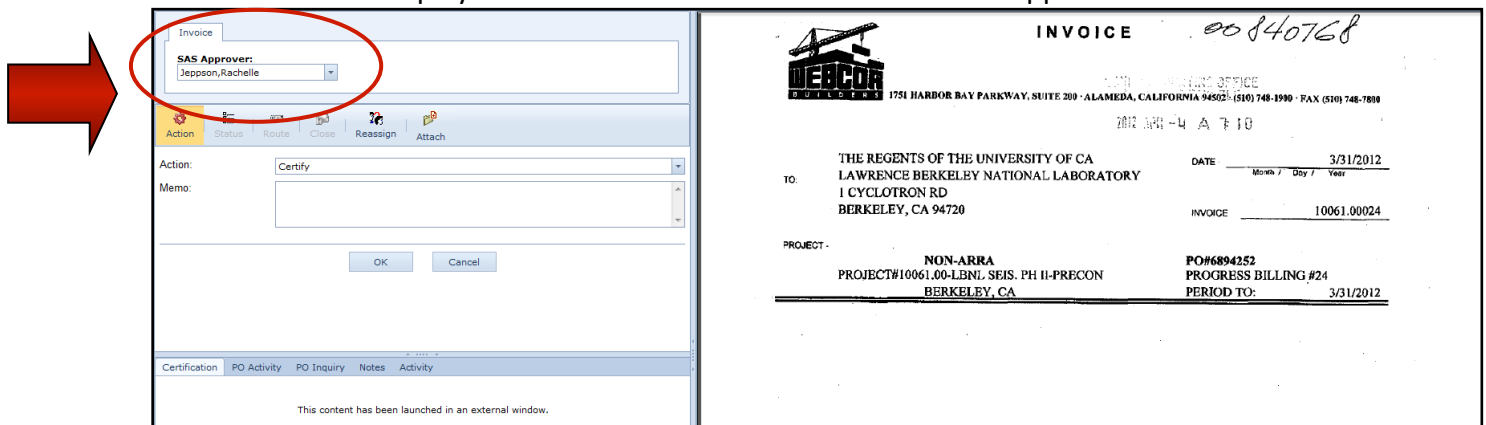
5. Certification of the invoice is complete and you are returned back to work queue.

## Certifying Invoices that Require SAS Approval

High dollar invoices require additional approvals prior to payment. A high dollar invoice totals \$100K and is associated with a purchase order that is equal to or greater than \$1M. High dollar invoices require additional approval from an authorized employee with signature authority and acknowledgment from the buyer to ensure that the pricing, along with the terms and conditions, are in alignment with the subcontract.

*Note: The buyer is sent a separate notification, automatically through the system, to provide their acknowledgment. No action is required by the certifier.*

For these invoice, when the workflow screen is presented for review of the invoice an additional area is displayed so that the certifier can select the SAS approver.



The screenshot shows a workflow interface for certifying an invoice. On the left, there's a form with a tabbed interface. The 'Invoice' tab is active, showing a dropdown for 'SAS Approver' with 'Jeppson, Rachelle' selected. Below this are fields for 'Action' (set to 'Certify') and 'Memo'. At the bottom are 'OK' and 'Cancel' buttons. A red arrow points to the 'SAS Approver' dropdown. On the right, there's a preview of the invoice document. The invoice is from 'WEB COR BUILDERS' to 'THE REGENTS OF THE UNIVERSITY OF CA LAWRENCE BERKELEY NATIONAL LABORATORY'. It includes details like 'DATE 3/31/2012', 'INVOICE 10061.00024', and 'PROJECT NON-ARRA PROJECT#10061.00-LBNL SEIS. PH II-PRECON BERKELEY, CA'.

The SAS Approver should be an individual that is within your organizational chain.

1. Expanded view of the available SAS Approver area.

Invoice

**SAS Approver:**  
Jeppson, Rachelle

Action Status Route Close Reassign Attach

Action: Certify

Memo:

OK Cancel

2. The SAS Approver can be selected in two ways:
  - a. Click on the drop down and select from the names presented.

Invoice

**SAS Approver:**  
Villavert, Maryann

SAS Approver Name	SAS Approver User Id	Division	Mail Stop	Max Amount
Villavert, Maryann	MVILLAVE	LS	074-0313	\$500,000.00
von der Lippe, Henrik	HVDLIPPE	GS	046A-1140	\$500,000.00

Action Status Route Close Reassign Attach

Action: Certify

Memo:

OK Cancel

- b. Start typing the last name of the individual that you are searching for and the screen will start to minimize your selection.

*Note: Only the people that have the appropriate authority based on the value of the invoice are displayed on the screen.*

*See step 3, continued on next page.*

3. Once the appropriate SAS Approver has been populated on the screen.
  - a. Select the appropriate action.
  - b. Click on “OK” and the item is sent to the approver selected.

The screenshot shows a software interface for certifying an invoice. At the top, there is a tab labeled "Invoice". Below the tab is a section titled "SAS Approver:" with a dropdown menu showing "Balder-Froid,Kristin". This dropdown is circled in red. Below this is a horizontal toolbar with icons and labels for "Action", "Status", "Route", "Close", "Reassign", and "Attach". The "Action" button is highlighted in yellow. Below the toolbar, there is a section with "Action:" and "Memo:". The "Action:" dropdown menu is set to "Certify" and is circled in red. Below the "Memo:" field is a large text area. At the bottom of the interface, there are two buttons: "OK" and "Cancel". The "OK" button is circled in red.